



Board Policy

Standing Committees of the Board

Purpose: The Board of Directors shall establish standing committees to assist and advise the Board in carrying out its strategic initiatives. Each committee will be guided by a committee purpose statement that outlines the charge, profile of community representatives desired to serve, appointed members and the term of each member. The chair of each committee is appointed by the Board Chair; members of the committees are appointed by the committee chairs. **STANDING COMMITTEES WILL BE PUBLICLY NOTICED PER BROWN ACT REGULATIONS.**

Annual Activities Related to Committees

1. The meeting schedules are set by the committee chairs at the start of the calendar year.
2. The schedule of meetings will be posted on the website.
3. The committee chairs will review member terms and recruit new candidates to fill any vacancies.
4. The committee chair will review the committees' charge to ensure it remains relevant to the Board's strategic initiatives and work plan. Any proposed changes will be reported to the Board for review and approval.
5. By agreeing to serve on a PHCD Board Committee, members will receive all public meeting notices about Board activities.

Meeting Activities

1. Agenda and Meeting Materials
 - A. Committee Chairs and CEO will develop and finalize the agenda and meeting materials in compliance with the Brown Act.
 - B. In compliance with the Brown Act, all meeting materials will be available at least 72 hours prior to the start of the meeting.

2. In compliance with the Brown Act, no fewer than three (3) calendar days prior to each meeting:
 - A. A public meeting notice will be posted in three places; on the exterior door of the District office building, on the door of the meeting room in which the meeting is to be held and on the website.
 - B. Each notice must contain:
 - i. Name of District and Committee, and logo
 - ii. Day, date, time, location and specific room number as appropriate
 - C. Meeting notices and agendas will be sent to any member of the public that has requested to be on the distribution list
3. Minutes are taken, approved by the Committee and maintained on file in the District office.
4. The Committee Chairs will report committee activities and recommendations to the Board at its regular public sessions.